



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

NOVEMBER 29, 2011

#101-11

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT GIN
JOB TITLE: SECRETARY/BOOKKEEPER/SCALE OPERATOR
SUPERVISOR: CRIT GIN OPERATIONS MANAGER
SALARY: \$10.00 - 13.00 PER HOUR D.O.E.
CLOSING DATE: OPEN UNTIL FILLED

FUNCTION: The CRIT Gin Secretary/Bookkeeper/Scale Operator position is responsible for the office person, combination bookkeeper, and scale clerk's duties are to keep records of cotton gins and weights and to maintain customers' accounts, records sales, purchases, and other bookkeeping transactions that are normally required for the operation of a gin.

DUTIES AND RESPONSIBILITIES:

1. Performs all secretarial duties such as answering phones, assisting customers, copying, filing, preparing documents.
2. Performs all bookkeeping duties such as entering journal entries in a general ledger for all expenditures for the Gin, process payroll.
3. Performs all scale operator duties such as weighing, computing and recording all incoming and outgoing products and/or trucks, tracks customers and keeps records of charges and/or payments at the gin, computes and records the quantity of ginned and baled cotton utilizing computerized scale systems and other equipment.
4. Assists in the daily operations of the Gin office and supervises all office personnel on a part-time basis.
5. Greets and provides information for all customers and vendors with a positive and courteous attitude.
6. Performs all other duties as assigned by the Gin Operations Manager.

EDUCATION REQUIREMENTS, SKILLS AND ABILITIES:

1. High School Diploma or G.E.D. and a valid Driver's License required.

2. Current certified weigh master preferred or experience as a scale operator and ability to become a certified weigh master.
3. Strong accounting skills and knowledge of accounting practices and/or experience as bookkeeper.
4. Ability to multitask and work independently in a professional manner.
5. Possess strong organizational skills.
6. Possess strong written and verbal communication skills.
7. Able to work in a fast-paced environment dealing with personnel, vendors and customers while maintaining a positive and courteous attitude.
8. Must be punctual and willing to work long hours up to six (6) days a week to meet goals.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

Or

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.